



# Hendry County Sheriff's Office

## General Order 8.1

<b>TITLE:</b> Payroll	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> October 29, 2018	<b>REVISION DATE:</b> May 15, 2019
<b>RELATED REFERENCES:</b> <i>Direct Deposit Form</i>	
<b>CFA:</b>	
<b>REVIEW FREQUENCY:</b> 3 YEARS	<b>DATE OF NEXT REVIEW:</b> October 29, 2022

**I. PURPOSE:** To establish procedures for payroll and payroll deduction services.

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**II. SCOPE:** This order shall apply to all sheriff's office members.

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**III. POLICY:** The Hendry County Sheriff's Office will maintain a payroll deductions service for agency members. The Chief Deputy or his designee reserves the right to approve or deny any request for payroll deduction.

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#### **IV. PROCEDURE:**

A. The Finance Section administers a bi-weekly payroll for the employees of the Sheriff's Office, with paydays on alternate Fridays. If an official holiday falls on a payday Friday, an alternative payday is determined by the Finance Section. Each September the Finance Section creates and distributes the next year's payroll schedule.

#### **B. Pay Periods**

1. The official pay period starts on Monday at 00:00 hours, continuing for 14 consecutive days, ending on Sunday at 23:59 hours.

#### **C. Timesheets**

1. Employees must submit their timesheet electronically. Electronic timesheets can be accessed at any time. If an employee is going to be out on leave or training, timesheets can be completed in advance. Upon request timesheet login is available on all HCSO computers/laptops.
2. Employees must submit their timesheet electronically. Also, employees must electronically sign their timesheet, which submits it to their supervisor for electronic approval.
3. Supervisors must approve electronic timesheets by 10:00 a.m. on pay week Monday unless the schedule is altered due to a holiday.

4. Amended timesheets are due to the Finance Section by 10:00 a.m. on pay week Tuesday unless the schedule is altered due to a holiday. (Amended timesheets need to be submitted to the supervisor in email from then forwarded to the Finance Section.)

#### D. Leave Request

1. An employee requesting leave must submit an electronic leave request for each type of leave. The employee's timesheet will show the leave hours requested and approved by a supervisor.
2. All electronic leave requests must be submitted, and approved, 2 days prior to employee taking leave. Sick leave request must be submitted, and approved, as soon as employee returns to work.

#### E. Direct Deposit

1. The Sheriff's Office advocates the use of direct deposit. Any initiation or change to direct deposit must be requested in writing using the Direct Deposit Authorization Form 200.06-01, which must be signed by the employee. The Direct Deposit Authorization form is provided to new employees in the employee orientation process and is available on Templates. A copy of a voided check or bank letter is required to be submitted with the direct deposit request to verify account numbers; a savings deposit slip is not adequate. Any initiation and/or changes to the direct deposit process may take one payroll period to become active once received by the Human Resource Section.

#### F. Distribution

1. On designated paydays, payroll notices of deposit will be delivered via HCSO e-mail. Paychecks for employees not on direct deposit will be picked up from the Human Resource Section.

#### G. Advance Paychecks

1. Due to the availability of direct deposit, no requests for advance paychecks will be honored.

#### H. Mandatory and Voluntary Deductions

1. In accordance with legal and agency requirements, mandatory court-ordered deductions will be garnished against employee payroll funds and remitted to the garnishing agency. No administrative fees will be assessed against mandatory deductions. Examples include child support, alimony and loan garnishments. As approved by the Sheriff or designee, voluntary deductions as provided through HCSO will be deducted against the employee's payroll funds and submitted to the applicable agency.

#### I. Manual Checks

1. Adjustments to the payroll, i.e., underpayment or overpayment of hours, incorrect pay rate, etc. will be rectified in the next regularly scheduled payroll. No manual payroll checks will be processed except as approved by the Sheriff, Chief Deputy or Finance Director.

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## V. GLOSSARY

**DIRECT DEPOSIT** – Electronic transfer of payroll funds into the checking or savings account of the

employee's choice.

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**